



Procedural Quick Update

#146

RE: VIN Inspections on Homemade Trailers

Effective date: July 23, 2014

To: All MVD

From: Kimberly Hamerdinger, Training Manager – MVD Learn

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

You are required to perform a VIN inspection on a homemade trailer. There are several tell-tale signs that a trailer is homemade. If you determine a trailer is homemade, you must be the one to place the NM-assigned number on the trailer. Do not give it to the customer to do it.

Recently, several field offices have raised the question about performing VIN inspections on homemade trailers. Some are under the impression that they can't. But that's incorrect.

You can perform a VIN inspection on a homemade trailer. And, most importantly, *you are required to*.

In this PQU, you'll learn:

- How to tell if a trailer is homemade or manufactured.
- Who can issue NM-assigned numbers.
- What to do if a customer tells you a trailer is homemade, but it looks manufactured.

How can I tell if a trailer is homemade?

(See page 55, 2012/2013 VIN Manual and page 66, 2014 VIN Manual.)

Since 2012, the Civilian VIN class has provided instruction on performing VIN inspections on homemade trailers. There are many tell-tale signs that a trailer is homemade. When you conduct the VIN inspection, be on the lookout for:

- ✓ Weld marks and bubbles
- ✓ Uneven slats

- ✓ Multi-colored materials
- ✓ Different material types (metals, wood, rivets, screws)
- ✓ Unprofessional wiring (not held in place, loose)
- ✓ No manufactured stickers
- ✓ No weights on tongue
- ✓ Uneven or non-matching lights

If a few of the above describe the trailer in front of you, it's probably homemade. If you determine it is a homemade trailer, you **MUST** be the one to place the NM-assigned number on the trailer. Do not give it to the customer to do it.

Who can issue NM-assigned numbers?

The **ONLY** entities who can issue NM-assigned numbers are State, Municipal, MVD Field Offices, and Law Enforcement.

What if the customer is telling me the trailer is homemade, but it looks commercially manufactured?

(See page 56, 2012/2013 VIN Manual and Page 67, 2014 VIN Manual.)

- ✓ If the trailer in front of you looks commercially manufactured, but the customer claims it's homemade, use the list above to help you.
- ✓ If the trailer still appears to be manufactured, make a law enforcement referral.
- ✓ Commercially made trailers **CANNOT** be issued a New Mexico assigned number if no other identifier is found.

Don't forget!

A Vehicle Equipment Affirmation and an Affidavit of Specially Constructed Vehicles are still required to title and register homemade trailers, as well as receipts and weight slips.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to kimberly.hamerdinger@state.nm.us.
